



Grambling, Louisiana
A Member of the University of Louisiana System

INVITATION FOR BID
for
IFB No.: 50018-220017

GSUPD – Security Officer Services

ISSUING AGENCY:

Grambling State University
Purchasing Department
Campus P.O. Box 4269
Grambling, LA. 71245

PROCUREMENT DIRECTOR:
TELEPHONE & EMAIL:
REQUISITIONED BY:
TELEPHONE & EMAIL:

Timothy Graham, Dir. Of Purchasing
(o) 318-274-3278 || grahamt@gram.edu
Dr. Quentin Holmes, Interim Police Chief
(o) 318-274-3846 || holmesq@gram.edu

RELEASE DATE:


March 17, 2022

BID OPENING DATE:
BID OPENING TIME:
BID OPENING LOCATION:

Thursday, April 14, 2022
2:00 PM., CST
GSU Purchasing Teleconference
Ph. Number (917) 900-1022
Conference ID: 5600581#

E-mail submission is NOT an acceptable method of delivery. Mail, Courier Service, or In-Person shall be the only acceptable methods of delivery. Proposers mailing their proposals should allow sufficient time to ensure receipt of their proposal by the date and time specified. Grambling State University assumes no liability for assuring accurate and complete receipt. The responsibility solely lies with each Proposer to ensure their proposal is received at the specified address location prior to the deadline for submission. Proposals received after the deadline, corrupted files, and incomplete submissions will not be considered.

This RFP is available in electronic form at <https://www.cfprd.doa.louisiana.gov/osp/lapac/pubmain.cfm> . It is available in printed form by submitting a written request to the Procurement Manager listed above. It is the Bidder's responsibility to check the Office of State Purchasing LaPAC website frequently for any possible addenda that may be issued. ULM is not responsible for a bidder's failure to download any addenda documents required to complete an Invitation to Bid.

 GRAMBLING <small>STATE UNIVERSITY</small>	<p align="center">GRAMBLING STATE UNIVERSITY Invitation for Bid for Department(s): GSUPD – Security Officer Services</p>	Release Date: March 21, 2022	Date and Time by Which Quotation Must be Returned: April 11, 2022 at 1:59 pm., CST
Name and Address of Vendor (Firm or Individual) Bid No.: 50018- 220017		TO THE VENDOR: To be returned on or before date specified to: Grambling State University Purchasing Department Campus Box 4269 Grambling, LA 71245 or Website: Purchasingbids@gram.edu	
		Note: <u>YOU ARE RESPONSIBLE FOR YOUR BID SUBMISSION</u> THE UNIVERSITY RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS, AND WAIVE INFORMALITIES. YOUR BID MUST BE DELIVERED TO THE PURCHASING OFFICE BY THE SPECIFIED DUE DATE AND TIME LISTED ABOVE. <u>LATE BIDS WILL NOT BE ACCEPTED</u>	
<p align="center">INSTRUCTIONS TO BIDDERS:</p> <ol style="list-style-type: none"> 1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS. 2. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER. 3. THIS BID IS TO BE MANUALLY SIGNED IN INK. 4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS FREIGHT ON BOARD (FOB) DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR CASH ON DELIVERY (COD) REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER. 5. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION. 6. THIS IS A SEALED BID and MUST BE EMAILED TO THE GSU PURCHASING DEPARTMENT VIA EMAIL ACCOUNT: Purchasingbids@gram.edu 7. BIDS OR QUOTATIONS MAY BE CONSIDERED FOR ALL OR PART OF TOTAL QUANTITIES. 8. NOTE: A COMPLETE RECORD OF ALL BIDS IS KEPT ON FILE IN THE PURCHASING DEPARTMENT SUBJECT TO THE INSPECTIONS OF ANY CITIZEN. EVERY COURTESY WILL BE AFFORDED ANY CITIZEN WHO IS INTERESTED IN INVESTIGATING FOR ANY PURPOSE THE RECORD OF STATE PURCHASES. COPIES OF EVALUATIONS CAN BE EMAILED TO YOU ONLY AFTER RECEIPT OF WRITTEN REQUEST. PLEASE DO NOT CALL. 9. IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR. ALL BID INFORMATION SHALL BE MADE WITH BLUE INK OR TYPEWRITTEN. 10. ORDER OF PRIORITY. IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN. <p align="center">For questions regarding this bid, please contact Dr. Quentin Holmes: Ofc: 318-274-3846 or Email: holmesq@gram.edu</p>			
<p align="center">TO THE VENDOR:</p> BOND REQUIREMENT: BID BOND WILL NOT BE REQUIRED PERFORMANCE BOND WILL NOT BE REQUIRED MANDATORY PRE-BID MEETING: There will be no Pre-Bid Meeting Louisiana Contractors License Number: <u>N/A</u> DEADLINE TO RECEIVE INQUIRIES: <u>N/A</u> DEADLINE TO ANSWER INQUIRIES: <u>N/A</u>		<p align="center">THIS QUOTATION IS</p> Name of Vendor (Firm or Individual): _____ Signature: _____ Print Name: _____ Title: _____ Telephone #: _____ Email Address: _____ Date Submitted: _____	

INSTRUCTIONS TO BIDDERS

ARTICLE 1

DEFINITIONS

1.1 The Bidding Documents include the following:

1. Instructions to Bidders.
2. Bid Form
3. General Conditions of the Contract for **GSUPD – Security Officer Services**
4. Supplementary (and amended General) Conditions.
5. Divisions of the Technical Specifications.
6. Addenda issued during bid period. (by Owner and acknowledged in bid form)

1.2 Addenda are written or graphic instruments issued prior to the execution of the Contract which modify or interpret the bidding documents, including Drawings and Specifications, by additions, deletions, clarifications or corrections. Addenda will become part of the Contract Documents when the Contract is executed.

ARTICLE 2

BIDDER'S REPRESENTATION

- 2.1 Each bidder by submitting a bid represents that s/he has read and understands the bidding documents.
- 2.2 Each bidder by making a bid represents that s/he has visited the site and familiarized themselves with the local conditions under which the work is to be performed.
- 2.3 **Each bidder by submitting a bid understands they must be fully qualified under any state or local licensing law for Contractors in effect at the time and at the location of the project before submitting a bid.** In the State of Louisiana; only the bids of contractors and sub-contractors duly licensed under Louisiana Revised Statute 37:2150, et. seq. will be considered. The Contractor shall be responsible for ensuring all Sub-contractors or prospective Sub-contractors are duly licensed in accordance with the statute above.

ARTICLE 3

BIDDING PROCEDURES

- 3.1 Bids must be prepared on the forms provided by the Owner and submitted in accordance with the Instructions to Bidders.
- 3.2 A bid will be considered invalid if not faxed, emailed, hand delivered or USPS at the designated location prior to the time and date for receipt of bids.
- 3.3 Unless otherwise provided in any supplement to these Instructions to Bidders, no bidder shall modify, withdraw or cancel his bid or any part thereof for thirty days after the receipt of bids. However, written request (letter or telegram) for the withdrawal of a bid or any part thereof will be granted if the request is received prior to the specified time of opening.
- 3.4 Due to the COVID-19 Public Health Emergency declared by Governor John Bel Edwards in Proclamation Numbers 41, 33, 32, 30, 27, and 25 JBE 2020, electronic bid delivery is being utilized for this IFB.

All copies of each bid must be received by electronic copy to PurchasingBids@gram.edu, on or before the date and time specified in the Advertisement for Bids: Bid # _____ Bid Submission – [Bidders' Name]. If the file size of the email submission exceeds server requirements, the email submission may be broken into smaller emails with “Part 1 of ____” included at the end of each original Subject Line (e.g. IFB # _____ Bid Submission – [Bidders' Name] – Part 1 of 3).

E-mail submissions are the only acceptable method of delivery. Fax, mail, and courier delivery shall not be acceptable. Proposers e-mailing their proposals should allow sufficient time to ensure receipt of their proposal by the date and time specified. Grambling State University assumes no liability for assuring accurate/complete e-mail transmission and receipt. The responsibility solely lies with each Bidder to ensure their bid is received at the specified email address prior to the deadline for submission. Bids received after the deadline, corrupted files, and incomplete submissions will not be considered.

**Electronic Emailed Bids shall be opened and read on Thursday, April 14, 2022, at 2:00 P.M., GSU
Purchasing Teleconference: Number 1-917-900-1022, Conference ID: 5600581#**

- 3.5 Prior to the receipt of bids, Addenda, if any, will be mailed or delivered (hard copy or email) to each person or firm recorded by the Owner as having received the bidding documents and will be available for inspection wherever the bidding documents are kept available for that purpose. Addenda issued after receipt of bids will be mailed or delivered only to the sealed bidder.
- 3.6 Bids for Public Works will not be considered or accepted unless the bid is accompanied by bid security in an amount of not less than five percent (5%) of the sum of the Base Bid and any Alternates. The bid security shall be in the form of a certified check drawn on a bank insured by the Federal Deposit Insurance Corporation, or a bid bond written by a surety company licensed to do business in Louisiana, accompanied by appropriate power of attorney and in favor of Grambling State University. **(NOT APPLICABLE)**
- 3.7 All Bids and Sureties must be signed by a duly authorized person of the firm or corporation and be accompanied by legal evidence authorizing the signature as valid.
- 3.8 Any interpretation, correction or change of the Bidding Documents will be made by Addendum. Interpretations, corrections or changes of the Bidding Documents made in any other manner will not be binding, and bidders shall not rely upon such interpretations, corrections and changes.
- 3.9 If bidding other than as specified, an indication must be made on the bid form, stating manufacturer's name and model number(s) being submitted for bid. Detailed specifications, drawings, pictures, brochures, diagrams or any other literature or information necessary to determine the equality of the bid response must be included with the bid form.
- 3.10 Prior to the issuance of a purchase order the successful bidder must submit the following items to the Purchasing Department:
 - a. Notarized affidavit
 - b. Contract
 - c. Insurance Certificate
 - d. Proof of filing of Performance and Payment Bond with Power of Attorney, if Public Works
 - e. Resolution, if incorporated.

ARTICLE 4

4.1 EXAMINATION OF BIDDING DOCUMENTS

Each bidder shall examine the bidding documents carefully and, not later than seven days prior to the date for receipt of bids, shall make written request to the Owner for interpretation or correction of any ambiguity, inconsistency or error therein which he may discover. Any interpretation or correction will be issued as an Addendum by the Owner. Only a written interpretation or correction by Addendum shall be binding. No bidder shall rely upon any interpretation or correction given by any other method.

ARTICLE 5

5.1 SUBSTITUTIONS

Each bidder represents that his bid is based upon the materials and equipment described in the bidding documents.

5.2 MANUFACTURER'S NUMBERS OR TRADE NAMES:

Where a manufacturer's product is named or specified, it is understood that "or equal" shall apply, whether stated or not. Such name and number is meant to establish the standard of quality desired and does not restrict bidders to the specific brand, make, manufacturer, or specification named; and are set forth and convey to prospective bidders the general style, type, character, and quality of product desired; and that equal products will be acceptable. Grambling State University shall be sole judge as to whether or not the material is equal to that specified.

ARTICLE 6

6.1 REJECTION OF BIDS

The bidder acknowledges the right of the Owner to reject any or all bids and to waive any informality or irregularity in any bid received. In addition, the bidder recognizes the right of the Owner to reject a bid if the bidder failed to furnish any required bid security, or to submit the data required by the bidding documents, or if the bid is in any way incomplete or irregular.

ARTICLE 7

7.1 AWARDS

Awards may not be made to any person, firm, or company in default of any contract. Said person, firm, or company shall be considered non-responsible bidders and may be reinstated and awards made to them only after they have given evidence of good faith and have satisfactorily completed their obligations.

7.2 PUBLICIZING AWARDS

Written notice of award shall be sent to the successful bidder. In procurement over \$25,000, each unsuccessful bidder shall be notified of the award provided that he/she submitted with his/her bid a self-addressed envelope requesting this information. Notice of award will be made a part of the procurement file.

7.3 RIGHT TO PROTEST

Any person who is aggrieved in connection with the solicitation or award of a contract shall protest to the Director of Purchasing. Protests with respect to a solicitation shall be submitted in writing at least two days prior to the opening of bids on all matters except housing of state agencies, their personnel, operations, equipment, or activities pursuant to R.S. 39:1643 for which such protest shall be submitted at least ten days prior to the opening

of bids. Protests with respect to the award of a contract shall be submitted in writing within fourteen days after contract award.

7.4 AUTHORITY TO RESOLVE PROTESTS

Prior to the commencement of an action in court concerning any controversy, the Director of Purchasing or his designee shall have the authority, to resolve the protest of any aggrieved person concerning the solicitation or award of a contract. This authority shall be exercised in accordance with regulations.

ARTICLE 8

8.1 PERFORMANCE BOND AND LABOR AND MATERIAL PAYMENT BOND

Performance and Payment Bonds shall be required on Public Works projects with an expected cost greater than \$50,000. Performance and Payment Bonds, when required, shall be provided in an amount of 100% of the contract price. Performance and Payments Bonds shall be required by the successful bidder. Any surety bond required shall be written by a surety or insurance company currently on the U. S. Department of the Treasury Financial Management Service list of approved bonding companies which is published annually in the Federal Register. For any Public Works projects, no surety or insurance company shall write a bond which is in excess of the amount indicated as approved by the U. S. Department of the Treasury Financial Management Service list. The surety bond written for a Public Works project shall be written by a surety or insurance company that is currently licensed to do business in the State of Louisiana.

The bidder shall require the attorney in fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of his power of attorney indicating the monetary limit of such power.

8.3 RECORDING OF BOND AND CONTRACT

The Contractor shall record the Contract and Performance Bond with the Clerk of Court in Lincoln Parish and provide the Purchasing Department with proof of filing.

ARTICLE 9

9.1 PAYMENT

Payment will be made by Grambling State University.

The contractor will be required to provide a Clear Lien Certificate from the Lincoln Parish Clerk of Court, a process that may take an average 45 days for final payment.

ARTICLE 10

10.1 TAXES

Applicable taxes are to be included in lump sum bid.

ARTICLE 11

11.1 GUARANTEE

The materials and labor under this contract, as described in the specifications, shall be guaranteed by the Contractor for a period of five years from date of its acceptance against defects of materials or workmanship. Any defects which develop during this period shall be properly repaired or replaced without cost to the Owner as soon as possible.

11.2 ACCEPTANCE

The guarantee covering materials and labor under this contract will begin the date a Notice of Acceptance is issued to the Contractor by Grambling State University.

ARTICLE 12

12.1 CHANGES IN THE WORK

A Change Order is a written order to the Contractor signed by the Owner, issued after execution of the Contract, authorizing a Change in the Work or an adjustment in the Contract Sum or the Contract Time. The Contract Sum and the Contract Time may be changed only by Change Order. A Change Order signed by the Contractor indicates his agreement therewith, including the adjustment in the Contract Sum or the Contract Time. Any Change Order not signed by the Owner will be considered null and void.

The Owner, without invalidating the Contract, may order changes in the Work within the general scope of the Contract consisting of additions, deletions or other revisions, the Contract Sum and the Contract Time being adjusted accordingly. All such changes in the Work shall be authorized by Change Order, and shall be performed under the applicable conditions of the Contract Documents.

Any change order in excess of the contract limit as defined herein shall be let out for public bid. The term contract limit as used herein shall be equal to the sum of \$10,000 per project. When the Change Order is negotiated it shall be fully documented and itemized as to cost, including material quantities, material costs, insurance, employee benefits, other related costs, profit and overhead. Where certain unit prices are contained in the initial contract no deviation shall be allowed in computing negotiated change order cost.

ARTICLE 1

CONTRACTOR

1.1 CONTRACTOR'S LICENSE

The Contractor shall certify that s/he is licensed under Act 377 of the 1976 Louisiana Regular Legislative Session and show the contractor license number and the bid number on the Bid Form; except projects financed, partially or wholly, with Federal Funds, provided that any successful Bidder before signing Contract thereon, files application for a license and pays the fee as provided in this Act and complies with all terms and provisions of this Act and with the rules and regulations of the Licensing Board.

1.2 CONTRACTOR'S AFFIDAVIT

In accordance with the Louisiana R.S. 38:2190 - 2220, if the Contract is awarded to the successful Bidder, the bidder shall, at the time of the signing of the Contract, execute the AFFIDAVIT included in the Contract Documents.

ARTICLE 2

PAYMENTS AND COMPLETION

2.1 SUBSTANTIAL COMPLETION

The Owner will issue a NOTICE OF ACCEPTANCE for the Contractor to record with the Clerk of Court in Lincoln Parish.

2.2 FINAL COMPLETION AND FINAL PAYMENT

The Contract is to provide that the contractor is not to be paid more than ninety percent (90%) of the amount of the contract upon completion of the work. The Contractor shall record the NOTICE OF ACCEPTANCE with the Lincoln Parish Clerk of Court and shall furnish a CLEAR LIEN CERTIFICATE from the Clerk of Court within forty-five days after recordation of NOTICE OF ACCEPTANCE. At that time, the remaining ten percent (10%) will be paid.

2.3 LIQUIDATED DAMAGES

The Owner will suffer financial loss if the Project is not substantially complete on the date set forth in the CONTRACT DOCUMENTS. The Contractor (and/or Surety) shall be liable for and shall pay to the Owner Liquidated Damages for each calendar day of delay until the work is Substantially Complete. The Completion Time stated in Consecutive Calendar Days and the Liquidated Damages stated in Dollars Per Day are listed in the PROPOSAL FORM and CONTRACT DOCUMENT.

ARTICLE 3

INSURANCE

INSURANCE: Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. **The cost of such insurance shall be included in the Contractor's bid.**

3.1 MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

Insurance Services Office form number GL 0002 (Ed. 1/73) covering Comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability; or Insurance Services Office Commercial General Liability coverage ("occurrence" form CG 0001). **"Claims Made" form is unacceptable. The "occurrence form" shall not have a "sunset clause."**

Insurance Services Office form number CA 0001 (Ed. 1/78) covering Automobile Liability and endorsement CA 0025 or CA 0001 12 90. The policy shall provide coverage for owned, hired, and non-owned coverage. If an automobile is to be utilized in the execution of this contract, and the vendor/contractor does not own a vehicle, then proof of hired and non-owned coverage is sufficient.

Workers' Compensation insurance as required by the Labor Code of the State of Louisiana, including Employers Liability insurance.

3.2 MINIMUM LIMITS OF INSURANCE

Contractor shall maintain limits no less than:

Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.

Automobile Liability: \$1,000,000 combined single limit per accident, for bodily injury and property damage.

Workers Compensation and Employers Liability: \$1,000,000 Each Accident, \$1,000,000 Each employee, Workers' Compensation limits as required by the Labor Code of the State of Louisiana and Employers Liability coverage.

3.3 DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the Agency. At the option of the Agency, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Agency, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

3.4 OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

General Liability and Automobile Liability Coverage \$2,000,000 Each Occurrence

The Agency, its officers, officials, employees, Boards and Commissions and volunteers are to be added as "additional insured" as respects liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor, premises owned, occupied or used by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Agency, its officers, officials, employees or volunteers. It is understood that the business auto policy under "Who is an insured" automatically provides liability coverage in favor of Grambling State University and the State of Louisiana.

Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, officials, and employees, Boards and Commissions or volunteers.

The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

Workers' Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the Agency, its officers, official's employees and volunteers for losses arising from work performed by the Contractor for the Agency.

3.5 ALL COVERAGE

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Agency.

3.6 ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with an A.M. Best's rating of "**A- VI or higher**". This requirement will be waived for workers' compensation coverage only for those contractors whose workers' compensation coverage is placed with companies who participate in the State of Louisiana Workers' Compensation Assigned Risk Pool or the Louisiana Workers' Compensation Corporation.

3.7 VERIFICATION OF COVERAGE

Contractor shall furnish the Agency with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by Grambling State University before work commences. Grambling State University reserves the right to require complete, certified copies of all required insurance policies, at any time.

3.8 SUBCONTRACTORS

Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificates for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.

DIVISION 1 - GENERAL REQUIREMENTS

3.9 SUMMARY OF THE WORK

Work under this Contract shall include, but is not necessarily limited to, the following as summarized in bid titled: **GSUPD – SECURITY OFFICER SERVICES**

3.10 LAWS, RULES AND REGULATIONS

Contractor shall comply with all applicable federal, state, local and University laws, ordinances, rules and regulations and shall: furnish and pay for all required permits, licenses and bonds; pay all charges and fees, and give all notices necessary and incidental to the due and lawful work required under this project.

3.11 ALTERNATES

Base Bid

3.12 SITE INSPECTIONS AND PROJECT MEETINGS

Site Inspections: Each bidder by making a bid represents that s/he has been provided an opportunity to visit the site and familiarize themselves with the local conditions under which the work is to be performed.

Pre-Work Conference: Prior to the Contractor beginning any work on this project, the University will conduct a Pre-Work Conference to review and approve the Contractor's work schedule and inform the Contractor of any special conditions, controls and regulations that apply to the project.

3.13 TEMPORARY FACILITIES AND CONTROLS

The Contractor shall post adequate warning signs and maintain safety lights as required to warn persons of hazardous conditions.

3.14 SECURITY

The Contractor shall be responsible for security of his equipment, materials, etc., at the project site for the duration of the contract.

3.15 MATERIAL AND EQUIPMENT

Transportation and Handling: The Contractor shall provide for all transportation and handling required for the work on this project.

Storage and Protection: The Contractor shall be responsible for storage and protection of equipment and materials. The contractor shall protect all property of the Owner, and shall repair same, if damaged.

Security Officer Services – Scope of Work

1. Purpose:

The intent of this Invitation for Bid No.: 50018- 220017 (“IFB”) is to obtain firm prices for Security Officer Services for Grambling State University (hereinafter “University” or “GSU”) locations as further delineated within this IFB, for an initial contract term of April 15, 2022 through June 30, 2023, with the right of the University to exercise options for two (2) additional one-year terms (first option term July 1, 2023 through June 30, 2024; second option term July 1, 2024 through June 30, 2025). Security firms who are able to meet all vendor qualifications and service requirements of this IFB are invited to submit proposals accordingly.

In the effort to increase safety measures at Grambling State University Police Department (GSUPD), security officer services will be used to supplement the current department staffing numbers. The following items listed below include areas in which the security personnel will assist the Grambling State University Policing Department with staffing:

- A. Monitor Security Checkpoint locations. The purpose of the checkpoint is to ensure that only persons with VALID credentials including University ID enter into residential housing areas
- B. Foot Patrol throughout the residential areas. Having personnel, conducting foot patrols increases the eyes and ears throughout the residential area specifically in areas that vehicles may not be able to travel including walkways and alleys
- C. Security for university sponsored events and non-university sponsored events. Throughout the year, GSUPD is responsible for staffing events including sporting events, student events, and events that hosted on campus by non-student organizations. Having the extra security available will allow for greater flexibility in ensuring that we as a department are able to provide the requested security presence
- D. Security in the McCall Dining Facility. GSUPD is tasked with providing security for the dining hall afterhours if/when the dining facility returns to normal 24-hour business operations.

2. Description:

Description	No. of Officers	Shift	Days	Patrol Type
Armed Officer	2	10:00 pm - 4:00 am	7 / wk.	Stationary
Armed Officer	1	10:00 pm - 4:00 am	7 /wk.	Mobile/Foot *

*Contractor must provide clearly marked security vehicle for mobile patrol

Hours of services are fixed, with each guard working 6 hours per day. This is done to maintain efficient security checkpoints and patrols.

Contractor shall provide only armed security officers who have been properly trained in safety and use of weapons and certified in accordance with the Louisiana Revised Statue 40:2405 (2017) Peace Officer training requirements. The Contractor will provide proof of officer certifications.

Contractor shall reimburse the University for any loss incurred due to the negligence of the Contractor and/or Contractor’s employees. Such reimbursements shall be made within a reasonable time period not to exceed sixty (60) days.

3. Qualification of Security Personnel

In warranting that all personnel who shall be assigned to the University meet the Grambling State University requirements and other requirements set forth in this bid request, the Contractor will:

- A. Perform a thorough check of all applicant employment references and applicant's last place of employment for verification of dates and performance. No employee shall be assigned to a GSUPD security assignment until such employment checks are completed.
- B. Employ and assign at GSUPD only persons who do not currently use illegal drugs and otherwise pass all criminal background checks and drug testing requirements. Contractor shall warrant that all required drug screening and criminal background checks will be fully completed and the results verified prior to allowing a Security duty assignment at the University.
 - 1. Required clearances: The three clearances are Louisiana Child Abuse History Clearance, Louisiana State Police Criminal Records Check, and Federal Bureau of Investigations (FBI) Criminal Background Check.
- C. Not employ any person having a criminal conviction involving a felony conviction. The Contractor shall advise the GSUPD Administrator of any misdemeanor conviction of the applicant for review by Grambling State University. The University reserves the right to request, review and verify all security personnel background checks and employment references as stated above and to review and approve all security applicants as deemed necessary by the University.
- D. Employ only persons who will be, prior to assignment, fully bondable, or are already bonded.
- E. Employ persons with the ability to read, interpret and understand printed regulations and training instructions, and written orders, instructions, and reports.
- F. Employ persons who have the ability to compose reports that convey complete and accurate information in readable, understandable formats, and who otherwise have the ability to communicate clearly, concisely and effectively, both orally and in writing, with College personnel, students and visitors.
- G. Ensure that the applicable Contractor employees have current valid Louisiana driver's licenses (This provision may be waived by the applicable GSUPD Administrator if driving is not an essential requirement of the particular position.)
- H. Employ only persons who are qualified for and able to perform all of the functions and duties of their position as set forth herein.

4. General Duties of Security Officers

- A. Security Officers are to report to their scheduled shifts and designated Shift Supervisor in a timely manner to receive any special instructions and to transfer keys and other items from the Security Officer being relieved.
- B. Each Security Officer shall complete daily report forms to report all incidents or suspicious events during his/her shift.

- C. The Contractor shall prepare a detailed weekly work schedule that will be made available for review by the Security Officers at each site. This schedule will be submitted to the GSUPD Administrator for review prior to issue to ensure Officer coverage for special events, or to identify periods where Officer coverage may need to be revised by the University.
- D. Contractor will utilize GSUPD reporting forms for use by the Security Officers which include, but are not limited to: Incident Reports, Investigation Reports, Accident Reports, Patrol Logs, Vehicle Reports, Maintenance and Emergency Hazards Reports, and etc.
- E. Security Officers will observe and enforce all “Smoke Free” areas at the campus location where the Officer is posted.
- F. Security Officers will require proper identification and either make a photo copy of the ID, note the information in writing, or call the information in to the Sergeant when admitting anyone to a “secured” area or when investigating an incident.
- G. Security Officers will permit University staff and faculty members only into the areas of the premises where they have authorization to be. The Sergeant should be contacted to verify authorization.
- H. Security Officers are expected to be courteous, but should not unduly fraternize with students, staff or faculty of the College.
- I. Security Officers will not permit University property to be removed from a University building without proper written authorization.
- J. Security Officers will not give University-issued keys to anyone at any time, except to a relief Security Officer, the GSUPD Administrator, or his designated representative. If a staff or faculty member needs into his/her office and has forgotten their key, the Officer may give him/her access, provided all other current procedures are followed.
- K. Shift and Supervisory positions are administrative positions and not normally assigned to posts. However, in the event of staff shortages or emergencies, they are permitted to man a post as necessary.
- L. Make proper notifications, (i.e. campus Maintenance, Security Administrator or other administrators) in the event of concerns to the campus to include maintenance and or safety concerns.
- M. Accurately observes surroundings, and reports any unusual conditions, noises, odors, events or improper behavior.
- N. Demonstrates initiative and common sense judgments in responding to emergencies.
- O. Security officers are required to have a basic knowledge Microsoft Office products, email communications, spreadsheets, and the ability to navigate camera monitoring equipment.

5. Equipment

- A. Contractor shall provide the following equipment for its officers:
 - 1. All officers shall be equipped with his/her own registered firearm.
 - 2. All officers shall be equipped with a flashlight supplied and maintained by the Contractor.

3. Security Officers will wear basic Officer Uniforms at all times while on duty. Uniform to include solid black shoes, solid black belt, dark socks, trousers and shirt with company badge and name tag
- B. GSUPD shall provide certain necessary items to the Security Contractor including but not limited to:
1. Two-way communication radios and/or any other such device that may be deemed necessary by GSUPD
 2. Appropriate keys to the facility when needed
 3. Appropriate furniture for building watch stations or security office
 4. Computer, software, print to permit schedule look-ups, ID verification, etc.
 5. Appropriate forms and reports to be completed by the Security Officer Service

6. General Rules of Service

- A. Grambling State University reserves the right to obtain security services from another security service provider in any event or situation where the Contractor is unable to provide service for the minimum number of required hours or is unable to provide services for a special event upon the University's request.
- B. In situations where a Contractor's employee does not report for their shift and Contractor is unable to provide a replacement, but the Contractor is able to extend on site personnel for extra shifts or hours, Contractor agrees to absorb the difference in any "premium" or "overtime" wages that may be incurred, and the University shall be billed only for the "straight time" hours that the originally scheduled Contractor's employee would have worked.
- C. The University reserves the right to require the Contractor to remove any of the Contractor's personnel from the University's campus at any time and for any reason.
- D. GUSPD reserves the right to hire, at a later date, any person that has left the employment of the Contractor.

LOUISIANA UNIFORM PUBLIC WORK BID

TO: Grambling State University
403 Main Street
Grambling, LA 71245
(Owner to provide name and address of owner)

BID FOR: GSUPD Security Officer Services
403 Main Street
Grambling, LA 71245
(Owner to provide name of project and other identifying information)

The undersigned bidder hereby declares and represents that she/he; a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of the referenced project, all in strict accordance with the Bidding Documents prepared by: Grambling State University and dated: **March 17, 2022.**

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following **ADDENDA:** (Enter the number the Designer has assigned to each of the addenda that the Bidder is acknowledging) _____

(For term of May 1, 2022 through June 30, 2023)

No. of Officers Per Day	6 hrs. Daily	7 days/wk.	Employee Hourly Pay Rate	Mark-Up %	Weekly Billing Rate	Total (Est. Weekly Hrs. x Billing Rate)
3	18	126	\$		\$	\$

Submitting Company's Name: _____

Please note that the Estimated Annual Hours referenced above are for pricing purposes and not a guarantee of actual hours. The University intends to utilize the Security Contractor in the most efficient and effective manner practicable. Therefore, the actual hours per week/month/year may be lower or higher than those depicted herein.

BIDDER'S INFORMATION

NAME OF BIDDER/ CONTRACTOR: _____

ADDRESS: _____

PHONE NUMBER: _____ **DATE:** _____

LOUISIANA BUSINESS/CONTRACTOR'S LICENSE NUMBER: _____

FEDERAL TAX ID NO.: _____

NAME OF AUTHORIZED SIGNATORY: _____

TITLE OF AUTHORIZED SIGNATORY: _____

SIGNATURE OF AUTHORIZED SIGNATORY*: _____

* If someone other than a corporate officer signs for the Bidder/Contractor, a copy of a corporate resolution or other signature authorization shall be required for submission of bid. Failure to include a copy of the appropriate signature authorization, if required, may result in the rejection of the bid unless bidder has complied with La. R.S. 38:2212(A)(1)(c) or RS 38:2212(O).

BID SUBMISSIONS: All responses to this invitation for bid must be received by Grambling State University's Purchasing Department as specified in Article 3, Bidding Procedures, section 3.4 of this document.

For questions or to schedule a site visit, please contact:

Dr. Quentin Holmes
Interim GSU Chief of Police
318-274-3846
Email: holmesq@gram.edu

or

Timothy Graham
Director of Purchasing
Ph: 318-274-3278
Email: grahamt@gram.edu